

## Attachment 2

### Community \_\_\_\_\_ Broadband Strategic Plan Workgroup Charter (example)

Chartering Group	Local champion	Conveners/Sector Hosts	Kickoff Date	Target End Date
	TBD	TBD	TBD	TBD
<b>Mission Statement:</b>	<p>To participate in the development of a long term strategic plan which identifies the Community Broadband objectives and which can guide efforts and investments made throughout the community, both on behalf local government and with our Local, State, Federal and private sector partners. Each work-group will focus on one of four areas of critical concern. These are:</p> <ul style="list-style-type: none"> <li>• <b>Economic Development/Business Vitality</b> – Focusing on broadband planning to stimulate job creation, develop and nurture new clean industry, and address the broadband needs of business and industry in the community.</li> <li>• <b>Education and Health</b> – Focusing on broadband needs of K-12, higher education, as well as Healthcare in the community.</li> <li>• <b>Government and Public Safety-</b> Focusing on broadband planning for government transparency through broadband technology, as well as focusing on how technologies associated with enhanced broadband can meet the community’s goals regarding Planning, Public Safety, Transportation and Sustainability.</li> <li>• <b>Community Development/Digital Inclusion-</b> Focusing on strategic planning for digital inclusion and equity.</li> </ul>			
<b>Problem Statement:</b>	There are critical strategic fiscal, policy, and planning benefits in each area which can be achieved by coordinating and leveraging on-going and planned efforts related to increasing broadband adoption and utilization throughout the community.			
<b>Goals/Deliverables:</b>	<ul style="list-style-type: none"> <li>• Planning Symposiums to identify Broadband “roadmap” and Broadband strategies from each work-group</li> <li>• Recommendations for action items from each work-group</li> </ul>			
<b>Time commitments Scope &amp; Constraints</b>	<p><b>Scope includes:</b></p> <ul style="list-style-type: none"> <li>• Review of Briefing Book to be provided by the project manager in advance of work group symposiums (estimated 4 hours of time to review)</li> <li>• 2 half day planning symposiums (three hours per session)</li> <li>• Review of draft reports (estimated 8 hours total over the project period)</li> <li>• Planning effort will focus on identifying broadband inclusion, development or incentive strategies that contribute to the community’s master plans for economic development, transportation, housing, public safety, quality of life, jobs, citizen inclusion and equity, healthcare and education.</li> </ul> <p><b>Constraints &amp; Boundary Conditions:</b></p> <ul style="list-style-type: none"> <li>• No independent research required by work-group participants</li> <li>• Participants do not have to draft reports – these will be drafted by the project management</li> <li>• Work-group must commit to attendance at scheduled planning symposiums – no proxy or substitute membership</li> </ul>			
<b>Decision Ratifier:</b>	Groups will strive for consensus on recommendations.			

<p><b>Team Processes:</b></p> <p>Goals</p> <p>Constraints</p> <p>Priorities</p> <p>Policy Issues</p> <p>Implementation</p>	<p>Groups will be led through a facilitated set of exercises and discussions during the work-group planning symposiums designed to answer the following questions:</p> <ul style="list-style-type: none"> <li>◆ <i>What goals, programs, or functions in this sector, (existing, currently in development or envisioned for the future) are dependent on access to and ability to use broadband?</i></li> <li>◆ <i>Are there constraints to obtaining adequate capacity, innovation and competition in networks, devices and applications? Are barriers anticipated in the future? What are those constraints or barriers?</i></li> <li>◆ <i>What is at stake? Are there significant risks or costs of broadband inadequacy in this sector?</i></li> <li>◆ <i>What primary broadband adoption goals should be addressed in the Broadband Strategic Plan?</i></li> <li>◆ <i>What specific approaches should be taken to drive those goals?</i> <ul style="list-style-type: none"> <li>• <i>What is the nature of each approach, i.e. Study? Advocate? Legislate? Do? Other?</i></li> </ul> </li> <li>◆ <i>How should these approaches be implemented?</i> <ul style="list-style-type: none"> <li>• <i>Who takes the lead?</i></li> <li>• <i>Who pays / how paid for?</i></li> <li>• <i>Within what timeframe?</i></li> </ul> </li> </ul>																														
<p><b>Team Members</b></p>	<p>Members will be appointed by Local Champion, Conveners, and Sector Hosts leads on this project.</p>																														
<p><b>Sunset:</b></p>	<p>TBD</p>																														
<p><b>Schedule:</b></p>	<table border="1"> <tr> <td data-bbox="383 1066 850 1146"><b>Organize Task Forces</b></td> <td data-bbox="850 1066 1101 1146"><b>TBD</b></td> <td data-bbox="1101 1066 1422 1146"><b>TBD</b></td> </tr> <tr> <td data-bbox="383 1146 850 1209">Select participants</td> <td data-bbox="850 1146 1101 1209"></td> <td data-bbox="1101 1146 1422 1209"></td> </tr> <tr> <td data-bbox="383 1209 850 1272">Develop scheduling and logistics</td> <td data-bbox="850 1209 1101 1272"></td> <td data-bbox="1101 1209 1422 1272"></td> </tr> <tr> <td data-bbox="383 1272 850 1335">Complete planning and logistics</td> <td data-bbox="850 1272 1101 1335"></td> <td data-bbox="1101 1272 1422 1335"></td> </tr> <tr> <td data-bbox="383 1335 850 1398">Train on reporting requirements</td> <td data-bbox="850 1335 1101 1398"></td> <td data-bbox="1101 1335 1422 1398"></td> </tr> <tr> <td data-bbox="383 1398 850 1478"><b>Planning Efforts</b></td> <td data-bbox="850 1398 1101 1478"><b>TBD</b></td> <td data-bbox="1101 1398 1422 1478"><b>TBD</b></td> </tr> <tr> <td data-bbox="383 1478 850 1541">Provide Technical Assistance</td> <td data-bbox="850 1478 1101 1541"></td> <td data-bbox="1101 1478 1422 1541"></td> </tr> <tr> <td data-bbox="383 1541 850 1604">Convene Task Forces</td> <td data-bbox="850 1541 1101 1604"></td> <td data-bbox="1101 1541 1422 1604"></td> </tr> <tr> <td data-bbox="383 1604 850 1667">Plans written - first draft</td> <td data-bbox="850 1604 1101 1667"></td> <td data-bbox="1101 1604 1422 1667"></td> </tr> <tr> <td data-bbox="383 1667 850 1747"><b>Evaluation</b></td> <td data-bbox="850 1667 1101 1747"><b>TBD</b></td> <td data-bbox="1101 1667 1422 1747"><b>TBD</b></td> </tr> </table>	<b>Organize Task Forces</b>	<b>TBD</b>	<b>TBD</b>	Select participants			Develop scheduling and logistics			Complete planning and logistics			Train on reporting requirements			<b>Planning Efforts</b>	<b>TBD</b>	<b>TBD</b>	Provide Technical Assistance			Convene Task Forces			Plans written - first draft			<b>Evaluation</b>	<b>TBD</b>	<b>TBD</b>
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